



FR 73-110

21 MAR 1973

MEMORANDUM FOR: Deputy Director for Operations/OP

SUBJECT : Study of DDO Personnel Procedures

REFERENCE : Your Memorandum dated 15 March 1973, Subject as above

1. Forwarded herewith as Attachment A are the listings of the personnel functions performed by those personnel who, on a regular basis, devote 25 per cent or more of their time to FR Division and DDO personnel management/administrative activities. In accordance with the guidance received at the meeting held on 16 March on the above subject, we have included only those personnel who are performing primarily personnel administrative rather than personnel management functions.

2. The personnel management functions of this Division are primarily the responsibility of the Chief and Deputy Chief of FR Division. It is estimated that these officers devote from 20 to 35 per cent of their time to this function. These responsibilities will always consume a considerable portion of their time because of the unique aspects of this Division, where the majority of our personnel are obtained from components outside of FR Division. This requires continuous negotiations with other DDO divisions and staffs. In addition, the Division Personnel Management Committee which meets biweekly, reviews and recommends appropriate action on all matters concerning personnel policy and management. This includes assignments, reassignments, promotions and training of all personnel assigned to this Division. The membership of this committee consists of the Chief and Deputy Chief, the chiefs of both branches, the Chief of the FR Support Staff and the Personnel Officer.

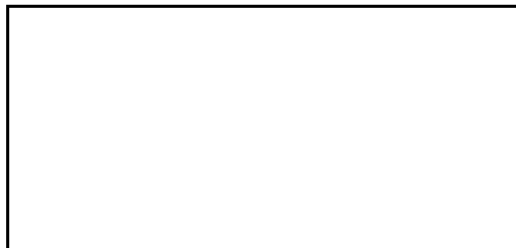
3. We have outlined in Attachment B several suggestions that the Study Group may wish to consider in an effort to

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consolidate and/or eliminate various personnel functions and procedures.



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Attachments:

- A. Personnel listings
- B. Recommendations

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